

CHAPTER OVERVIEW

This chapter describes procedures and protocol when seeking to place a child in another state or when another state wishes to place a child in Missouri.

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25.1 Placement of a Missouri Child in Another State

CHILDREN MOVING TO OTHER STATES AND WHO ARE ELIGIBLE FOR IV-E PAYMENT (OUT-OF-HOME CARE) ARE ELIGIBLE FOR MEDICAID IN THE NEW STATE OF RESIDENCE. MISSOURI MUST PROVIDE PROPER ELIGIBILITY CERTIFICATION TO THE OTHER STATE.

1. By contacting the proposed caretaker, the case manager/CSW will determine that a potential resource for the child exists in another state. Resources may be any one of the following:

Related Subject: Chapter 25.1.5, of this section, Other Special Circumstances in the Interstate Placement of Children for exclusions.

- a) Parent;
- b) Relative/Kin;
- c) Approved adoptive families;
- d) Foster family;
- e) Group care facility or residential treatment facility; or,
- f) Other (including a medical treatment facility).

NOTE: If there is doubt about the interest of a resource in serving a child, contact may be made with the resource directly to determine interest before making a formal ICPC request.

2. Send to the Children's Services Supervisor I, or immediate supervisor for review, approval, and forwarding to the designated Area or County Children's Services Specialist, the following material:
 - a) Four (4) copies of completed CS-ICPC-100D, ICPC Transmittal Checklist.
 - b) Three (3) copies (original and 2 photocopies) of cover letter for receiving state
 - c) Five (5) copies of completed ICPC-100A;
 - d) Three (3) copies of the child's social summary (see 25.1.4 of this section);
 - e) Three (3) copies of current court order which gives Children's Division's (CD) legal custody or supervision;
 - f) Three (3) copies of written service agreement, if appropriate;
 - g) Three (3) copies of medical/educational reports on child;
 - h) Three (3) copies of documentation of any diagnosed special needs of the child; and

NOTE: Referrals received directly from the County Office will be returned to the Area Office for approval before processing in Central Office.

3. Area/metro county director/designee will submit completed packet to the ICPC coordinator.

NOTE: It is a violation of state law (section 210.620, RSMo, Article (III)) to place the child PRIOR to written approval from the receiving state ICPC office.

4. Case manager/CSW will receive written approval for placement from ICPC coordinator.
 - Submit ICPC-100B if plans change and placement is no longer desired.
5. Determine that placement should be made and make recommendation to the court.
6. Obtain court approval for placement.
7. Receive verification that the out-of-home care provider is licensed/approved in the other state, if necessary.

8. Arrange placement date and implement plans to meet service needs of child. Make travel arrangements through local resources.
9. Submit ICPC-100B in triplicate to Central Office confirming date of placement.

NOTE: Supervision of a placement by the receiving state does not begin until form ICPC-100B is received by the local agency in the receiving state.

10. Arrange transfer to other state's Medicaid plan if child is IV-E or SSI eligible.

NOTE: States have somewhat different methods of transferring eligibility for Medicaid between the states. Contact the ICPC coordinator in central office if questions arise regarding a specific case situation.

11. Plan for maintenance of needed services including quarterly progress reports.
 - a) Use the methods of authorization and payment for special services, as appropriate to the adoption subsidy agreement or out-of-home care plan, excluding payment for services covered by the other state's Medicaid plan.

NOTE: Authorization and payment for special services does not include services for the child who has been returned to birth parent(s).

12. Execute placement.
13. Submit notification of actual placement through use of ICPC-100B to ICPC coordinator. Notify ICPC coordinator through use of ICPC-100B if placement plans are cancelled.
14. Receive notification from out-of-home care provider when the IV-E eligible child is covered by the other state's Medicaid plan.
15. Complete all appropriate Social Service forms, i.e., SS-60, SS-61, SS-63 and SS-64. (See Instructions for SS-60 and SS-61, Children's Forms Manual, for guidance in updating these forms per specific child's situation.)
16. Contact ICPC coordinator if status/progress reports are extensively delayed.
17. Contact ICPC coordinator for additional assistance if maintenance of service plan is seriously endangered.
18. Notify ICPC coordinator if disruption occurs or is likely to occur.

19. Submit to ICPC coordinator the ICPC-100B (3 copies) and a copy of the court order when any of the following occur:

- a) Child's adoption is legally completed;
- b) Child becomes age of majority (18 years);
- c) Child becomes self-supporting;
- d) Child is returned to Missouri; or
- e) Child is discharged from court jurisdiction upon prior written approval of ICPC coordinator.

NOTE: THE RECEIVING STATE ICPC ADMINISTRATOR MUST CONCUR WITH THE DISCHARGE DECISION.

20. Update SS-61 when child's status changes in any way.

21. Record all activities every 30 days prior to actual placement and 90 days after placement. Record adoption subsidy annual review activity within ten (10) days of completion.

NOTE: Copy of renegotiated subsidy agreement attachment must be submitted to Contract Management Unit (CMU).
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23. Terminate services recording a brief narrative summary as necessary.

25.1.1 Priority Placement of a Missouri Child in Another State

PRIORITY PLACEMENT IS THE PLACEMENT OF A CHILD WITH A SPECIFIED RELATIVE (PARENT, STEP-PARENT, GRANDPARENT, ADULT BROTHER OR SISTER, OR ADULT UNCLE OR AUNT) AND IS DESIGNED TO ELIMINATE DELAYS IN THE PLACEMENT OF CHILDREN IN APPROPRIATE FAMILY HOMES ACROSS STATE LINES. PRIORITY PLACEMENTS WERE ENACTED IN REGULATION 7 OF ICPC ON APRIL 28, 1996.

Time periods in these procedures may be modified with a written agreement between the court which made the priority order, the sending agency, the sending state compact administrator, and the receiving state compact administrator. Any such modification shall apply only to the single case to which it is addressed.

The court can, upon request or on its own motion or where court approval is required, determine that a proposed priority placement of a child from one state to another state is necessary.

The court order finding entitlement to a priority placement shall be valid when contains an express finding that one or more of the following circumstances applies to a particular case and sets forth the facts on which the court bases its finding:

1. The proposed placement recipient is a kinship belonging to a class of persons who, under Article VIII(a) of ICPC, could receive a child from another person belonging to such a class, without complying with ICPC except for the court's intervention, and:
 - a) The child is under two (2) years of age;
 - b) The child is in an emergency shelter; or
 - c) The court finds that the child has spent a substantial amount of time in the home of the proposed placement recipient.
2. The receiving state compact administrator has had a properly completed ICPC-100A and supporting documentation for over 30 business days, but the sending agency has not received a notice pursuant to Article III(d) of ICPC determining whether the child may or may not be placed.
 - a) The court order shall include the name, address, telephone number and, if available, the fax number of the judge and the court.
 - b) The court shall make and sign an order embodying the finding and shall send its order to the local CD office (sending agency) within two (2) business days.
 - c) The case manager/CSW shall receive a signed court order for a "priority placement."
 - d) Within three (3) business days of receipt of the court order, transmit the signed court order, a completed form ICPC-100A (Request for Placement), a completed form CS-ICPC-101 (Sending State Priority Home Study Request) and supporting documentation pursuant to ICPC Article III, to the ICPC coordinator in Central Office by overnight express mail carrier service.

3. If CD has legal custody of the child, it is the responsibility of CD to keep the court that issued the priority order informed of the status of the priority request.
4. Within a time frame not to exceed two (2) business days after receipt of the ICPC priority placement request, the sending state ICPC coordinator will transmit the priority request and its accompanying documentation to the receiving state compact administrator together with a notice (form CS-ICPC-101) that the request is entitled to priority processing.

The ICPC referral shall be sent to the receiving state by overnight express mail carrier service.

5. The receiving state ICPC coordinator will make a determination pursuant to Article III(d) of ICPC as soon as practicable, but no later than 20 business days from the date the overnight mailing was received.

The completed ICPC-100A form shall be FAXED to the sending state compact administrator.

6. If the receiving state compact administrator fails to complete the above action within the prescribed time period allowed, the receiving state shall be deemed to be out of compliance with ICPC.
7. If there appears to be a lack of compliance, the court that made the priority order may inform an appropriate court in the receiving state, to provide that court with copies of relevant documentation in the case, including the making of appropriate orders, for the purpose of obtaining compliance with ICPC and Regulation 7 as adopted on April 28, 1996.
8. Item 7 above shall not apply if within two (2) business days of receipt of the ICPC priority placement request, the sending state compact administrator determines that the ICPC request documentation is substantially insufficient, specifies that additional information is needed, and requests the additional information from the sending agency.

The request shall be made by FAX, or by telephone if FAX is not available.

9. Item 7 above shall not apply if within two (2) business days of receipt of the ICPC priority placement request, the receiving state compact

administrator notifies the sending state compact administrator that further information is necessary.

- a) Such notice shall specifically detail the information needed.
- b) Whenever item 9 applies to a particular case, the 20 business day period for the receiving state compact administrator shall be calculated from the date of receipt by the receiving state compact administrator of the information requested.

10. If extraordinary circumstances make it impossible to comply with the time requirements set forth in Regulation 7, the receiving state compact administrator shall, within two (2) business days of ascertaining inability to comply, notify the sending state compact administrator via FAX of the inability to comply and shall set forth the date on or before which it will complete action.

The notice shall contain a full identification and explanation of the extraordinary circumstances which are delaying compliance.

11. Upon receipt of form ICPC-100A giving approval for placement and the completed home study (form CS-ICPC-102), the case manager/CSW will notify the court immediately and, upon approval from the court, proceed with placing the child with the approved caretaker.
12. Submit form ICPC-100B to ICPC Unit in Central Office to confirm date of placement.

NOTE: Supervision of placement does not begin until receiving state receives ICPC-100B.

Upon receipt of form ICPC-100A denying placement and the home study (form CS-ICPC-102), notify the court immediately and consider other placement plans for the child. If appropriate, submit new ICPC referral packet.

25.1.2 States Party to Interstate Compact on Placement of Children (ICPC)

All states are now party to the Interstate Child Placement Compact (ICPC)

25.1.3 Inclusions in ICPC Cover Letter

1. Reason out-of-state placement is being pursued.

2. Statement indicating the person/agency/court which has legal custody of the child.
3. Permanency goal and brief statement of case plan for the child and the expected achievement date.

NOTE: For children age 16 and over discuss plans for independent living goal.

4. Plans for meeting cost of care in other state, including who is financially responsible for child.

NOTE: The legal custodian and/or court of jurisdiction is always financially responsible for child.

5. Indication of child's eligibility for out-of-home care IV-E or SSI.
6. Request for evaluation of the proposed resource and identifying information about resource including type of resource (i.e., foster family, adoptive family, kinship family, residential treatment facility, etc.)

25.1.4 Outline for Child's Summary

1. Identifying Data: Name; date of birth; race; religion.
2. Child's Personality and History:
 - a) Appearance: Height, weight, coloring, facial and body characteristics. Be specific about unusual characteristics.
 - b) Current adjustment: Current generalized emotional responses; i.e., crying, or contented, demanding, exploring, initiative, passive.
 - c) Child's life experience.
 - 1) In own home, if applicable, include description of "battered" or neglected, and if siblings, and their meaning to the child.
 - 2) In foster, adoptive family or institution, if applicable, include age at placement, child's reaction to separation from parents, significant happenings with each family, reason for changes, child's reaction to change.
 - 3) School progress (Grades and/or IEP).

- 4) Child's understanding, if appropriate to age, of reasons for placements.
 - d) Present living situation of the child.
 - e) Inter-relationships with people.
 - 1) Attitudes of others to child: birth parents, foster or adoptive family, children in the home or institution, caseworker, strangers, playmates outside home, teachers.
 - 2) Attitudes of child to parents and others who have provided care.
 - 3) Relationships, if any, with intended foster or adoptive family in receiving state.
3. Development History:
 - a) Prenatal.
 - 1) Mother's physical and emotional health during pregnancy.
 - 2) Mother's medical care during pregnancy; serology results and treatment if administered.
 - 3) Father's health history.
 - b) Details of delivery and neonatal history.
 - c) Health history.
 - d) Current medical information.
 - Illnesses and hospitalizations - diagnosis and treatment; age at onset, duration, prognosis.
 - e) Growth and development.
 - f) Professional observations of development. (Include results of psychological test, if done; school reports, counseling, therapist reports.)
4. Birth Family and Reason for Placement in Another State:
 - a) Composition of family and legal status of parents. Problems in family leading to request for placement.

b) Family history.

- 1) Mother: Age at delivery, physical appearance, religion, physical and mental health, (discuss in detail if significant for child's placement and future adjustment) general personality, including interests and talents; observation of adequacy of mother's functioning with reasons for this; school and employment history.
- 2) Father: (Same as mother).
- 3) Siblings of child, if any, and extended family (significant points).
- 4) Termination of parental rights, if applicable.
 - Consent to adoption by both legal parents and/or putative parents; date or dates and understanding as to finality.
 - Divorce or death, verification of dates and conditions of divorce decree (availability of photostatic copies).
 - Present legal guardian of child with identification of how the guardian can be reached.
 - Present permanency plan including date of last administrative review (includes PPR) and recommendation.
5. Evaluation of child's present needs and type of home or institution desired for the child. Reason for desired placement in another state.

25.1.5 Other Special Circumstances in the Interstate Placement of Children

Interstate Compact on Adoption and Medical Assistance (ICAMA) (453.500 – 453.503 RSMo):

- ICAMA requires member states to provide Title XIX (Medicaid) services when an adoptive family who has an adoption subsidy agreement for an eligible child moves to a member state.
- The ICAMA responsibilities of the Adoption Assistance State (the state where the Adoption Subsidy Contract is signed) are to complete the "Notice of Medicaid Eligibility/Case Activation Form" (Form 6.01), the "Notice of Action Form" (Form 6.02) and attach a copy of the current Adoption Assistance Agreement (Subsidy Contract) and send those to the Resident State where the child and family are currently residing. (For a Missouri Subsidy child who

moves out of state, please send the Form 6.01 and the Adoption Subsidy to the State ICAMA Coordinator in Central Office. It will be reviewed and forwarded with the Form 6.02 to the other state with a cover letter by the Missouri State ICAMA Coordinator.)

- The ICAMA responsibilities of the Resident State (where the child and their family currently live) is to ensure the "Notice of Medicaid Eligibility/Case Activation Form" (Form 6.01) is filled out correctly and clearly states the child is eligible for Medicaid based on ICAMA guidelines and making sure the Adoption Assistance Agreement that is attached provides for medical assistance. The Resident State can then proceed to open an active Medical Assistance case for the child and issue a Medicaid card for the child. (If a child moves to Missouri, the State ICAMA Coordinator will open the SS-60 and SS-61 for the child and family after receiving the Form 6.01 and the Adoption Subsidy Agreement in State Office.)
- The ICAMA responsibility for the Missouri State ICAMA Administrator is to coordinate the responses between the Adoption Assistance State and the Resident State to determine the specific child's Medicaid eligibility. If there is a change during the child's eligibility, the Compact Administrator is responsible for completion of the "Report of Change in Child/Family Status Form" (Form 6.03) when appropriately notified.
- The Adoption Assistance State (where the Subsidy was originated) will continue to be responsible to make payment for maintenance and other special expenses under the term of the adoption subsidy agreement.

THE FOLLOWING STATES ARE PARTY TO THE INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE (ICAMA)** AS OF JULY 5, 2001.

Alaska	Kansas	North Carolina
Alabama	Kentucky	North Dakota
Arizona	Louisiana	Ohio
Arkansas	Maine	Oklahoma
California	Maryland	Oregon
Colorado	Massachusetts	Rhode Island
Connecticut	Minnesota	South Carolina
Delaware	Mississippi	South Dakota
Georgia	Missouri	Texas
Hawaii	Montana	Utah
Idaho	Nebraska	Virginia
Illinois	Nevada	Washington
Indiana	New Hampshire	West Virginia
Iowa	New Mexico	Wisconsin

Interstate Compact on Juveniles (ICJ) (210.570 – 210.590 RSMo):

- All 50 states are members of this compact which is administered in Missouri by the Division of Youth Services (DYS) and which pertains to children who have been declared delinquent; and,
- The Division must honor this compact for any child in its custody or when providing any services to any child who comes under the jurisdiction of the court for delinquent behavior.

Interstate Compact on Mental Health (ICMH) (630.810 – 630.835 RSMo):

- Missouri is a member of this compact which is administered by the Department of Mental Health (DMH) and which pertains to persons who have been declared mentally ill or deficient; and,
- Placements of children are made only from the state institutions administered by DMH or other medical facilities to a similar facility in another state.

Exclusions from ICPC:

- Voluntary placement arrangements made between the following persons and in which there is no court jurisdiction:
 - Parent;
 - Stepparent;
 - Grandparent;
 - Adult brother or sister;
 - Adult uncle or aunt; and,
 - Non-agency legal guardian.
- Placement of a child for educational purposes or medical care (i.e., hospitalization).
- Placement of a child from another country (Depending on circumstances).

- Adoptions which have been finalized prior to a change of residence including those in which the family is making use of the adoption subsidy program.

Financial responsibility when the Division does not have custody:

- The juvenile court is legally and financially responsible for any care or treatment costs and transportation costs when the court has continuing custody and jurisdiction of the child.
- If a placement fails, and it becomes necessary to return the child, the financially responsible agency is the one reported on the ICPC-100A.

25.2 Placement of Another State's Child into Missouri

NOTE: CHILDREN COMING FROM OTHER STATES AND WHO ARE ELIGIBLE FOR TITLE IV-E FOSTER CARE ARE ELIGIBLE FOR MISSOURI MEDICAID WITH PROPER CERTIFICATION FROM THE ORIGINATING STATE. REPORTING THE APPROPRIATE ACTION IN ACTS AT THE APPROPRIATE TIME WILL PROVIDE THE MISSOURI MEDICAID CARD FOR THE ELIGIBLE CHILDREN.

The case manager/CSW will:

1. Receive placement request from ICPC coordinator;

NOTE: If the request is for a "priority placement", go to 25.21 of this section.

or

2. Forward immediately to ICPC coordinator a request received directly from another state.

or

- Do NOT begin home study without approval from ICPC coordinator.
3. Complete requested family assessment within 30 working days. Families included are birth, kinship, foster, or adoptive.
 - Notify ICPC coordinator if family moves to another county or decides not to pursue placement.

4. Within thirty (30) working days of request, submit three (3) copies (original and 2 photocopies) of assessment including a required recommendation of the suitability of the proposed placement to ICPC coordinator.

- Indicate in the assessment if the family will need an adoption subsidy, if applicable.

5. Receive written approval for placement from ICPC coordinator.

<p>NOTE: This will include certification of the child's eligibility for Medicaid in Missouri. Various states have different methods for transferring eligibility for Medicaid. Contact the ICPC coordinator in Central Office if questions arise regarding a specific case situation.</p>

- Verbal approval with later written confirmation may be obtained in some circumstances.
- Receive verification of child's eligibility for IV-E, if applicable.

6. Complete SS-60 or SS-63 when notified of approval of placement.

7. Inquire if family has private medical/dental insurance which covers child.

8. Complete and submit TPL-1 to confirm information received from the other state.

9. Cooperate in arranging placement date and service needs.

10. Complete SS-61 upon child's arrival in Missouri and when the child's care is provided by one of the following:

- Adoptive parent(s) who are eligible for Medicaid through their adoption subsidy agreement upon arrival in Missouri;
- Adoptive families whose adoption has not been completed;
- Relative/Kin family;
- Foster family; or,
- Any other licensed out-of-home care provider;

or

11. Complete an SS-64 if the child is placed with either or both parents.

12. Maintain services according to type of placement.

- Prepare written reports in triplicate as specified on ICPC-100A.
- Notify ICPC coordinator immediately if placement disrupts or appears likely to disrupt.
- Assist in obtaining adoption subsidy services at the request of the family or originating state.

13. Update SS-60, SS-61, SS-63, or SS-64, as appropriate with any changes in the child's or caretaker's situation (includes closing action, if applicable).

NOTE: The SS-60 is not used to update status for birth parents; only the SS-63.

14. Record all activities every 30 days.

15. Terminate services when notified by the ICPC Unit when any of the following occur:

- Child is adopted and no subsidy is received;
- Child becomes of age of majority (18 years) or becomes self-supporting;
- Child is returned to sending state;

Child is discharged from court jurisdiction with both states concurring in the discharge decision; or

NOTE: Close the SS-63 and SS-64 effective with the date court jurisdiction is terminated and ICPC services are complete for a child placed with parents.

- Child is no longer eligible for the sending state's adoption subsidy program.

16. Complete ICPC-100B and submit to ICPC coordinator along with final report.

- Complete an ICPC-100B for all adoptive placements including those receiving an adoption subsidy and submit to ICPC coordinator with final report.

NOTE: It is not necessary to complete an ICPC-100B if child is receiving Medicaid through an adoption subsidy agreement and a child's adoption was complete before the child's arrival in Missouri.

17. Close SS-61, if appropriate.

18. Close case, recording a brief summary entered in narrative.

25.2.1 Priority Placement of Another State's Child Into Missouri

A PRIORITY PLACEMENT IS THE PLACEMENT OF A CHILD WITH A SPECIFIED RELATIVE (PARENT, STEPPARENT, GRANDPARENT, ADULT BROTHER OR SISTER, OR ADULT UNCLE OR AUNT) AND IS DESIGNED TO ELIMINATE DELAYS IN THE PLACEMENT OF CHILDREN IN APPROPRIATE FAMILY HOMES ACROSS STATE LINES. PRIORITY PLACEMENTS WERE ENACTED IN REGULATION 7 OF ICPC ON APRIL 28, 1996.

Time periods in these procedures may be modified with a written agreement between the court that made the priority order, the sending agency, the sending state compact administrator, and the receiving state compact administrator. Any such modification shall apply only to the single case to which it is addressed.

1. Receiving state ICPC coordinator will receive "priority placement" ICPC referral packet from sending state ICPC office.
2. By next business day after receipt, determine that referral meets definition of "priority placement" and that all required information is included in the referral packet.
3. By next business day after receipt, submit "Priority Home Study Request" notice (form CS-ICPC-101) by FAX to local CD office. Simultaneously, mail packet to local CD office by any method which will insure next-day delivery.

or

Notify sending state compact administrator by FAX of specific information which is needed if referral is incomplete.

4. If the referral was incomplete (as identified in step 3 above), the referral will be held in Central Office until the additional material is received from the sending state ICPC office.
5. Case manager/CSW will receive FAX copy of form CS-ICPC-101 from ICPC coordinator.

6. Telephone (if possible) the proposed kinship caretaker and set up appointment for face-to-face contact(s), including at least one (1) home visit.
7. Receive referral packet from ICPC coordinator.
8. Within five (5) business days after receipt of form CS-ICPC-101, make home visit to kinship caretaker.
 - Each member of the household must be seen.
 - Each member of the household must be interviewed, if age appropriate.
9. Complete form CS-ICPC-102 (Receiving State's Priority Home Study) in longhand or prepare a narrative home study.

NOTE: The completed Home study must contain the worker's recommendation for/against placement.

10. Send original and two (2) copies of form CS-ICPC-102 or narrative home study to ICPC coordinator.
 - The home study is to be mailed within 18 business days of receipt of form CS-ICPC-101.
 - The home study must be sent to the Central Office by overnight express mail carrier service.

NOTE: The court which issued the priority placement court order may request assistance from an appropriate court in Missouri to obtain compliance with Regulation 7 as adopted by all 52 member jurisdictions of the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) on April 28, 1996.

11. Receiving state ICPC coordinator will receive three (3) copies of form CS-ICPC-102 from local Children's Division worker which includes worker's recommendation for/against proposed placement.
12. Make a determination pursuant to Article III(d) of ICPC as soon as practicable, but no later than 20 business days of receipt of form CS-ICPC-101.

13. Send the completed form ICPC-100A and completed home study form CS-ICPC-102 by FAX to the sending state compact administrator. Simultaneously, mail two (2) copies of form ICPC-100A and two (2) copies of form CS-ICPC-102 to sending state compact administrator.
14. Request form ICPC-100B from sending agency to confirm date of placement.

NOTE: Supervision of placement does not begin until receipt of ICPC-100B.

25.2.2 Expediting a Placement

If a request for placement of a child into Missouri or a request for an evaluation of the proposed placement or facility is received directly by the local office, the CD worker will send all material to the ICPC Unit and wait for further instructions from that unit.

MEMORANDA HISTORY: